

OTM-6

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MEMORANDUM FOR: Acting Deputy Director (Support)

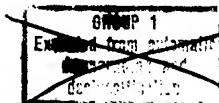
SUBJECT: Report of Accomplishments and Objectives

1. This memorandum is for information only.
2. Tab "A" to this memorandum presents the detailed accomplishments of the various components of the Office of Logistics for the period 1 July 1962 through 31 December 1962. Tab "B" sets forth the future and continuing objectives as seen by these components on 1 January 1963.
3. From a purely management point of view, it is appropriate to summarize the activities of the Office of Logistics for this period in broader terms.
 - a. Decentralization - With respect to control of Tables of Vehicular Allowances (TVA's), depot operations, and the removal of some restrictions on controlled items, we have moved in the direction of decentralization.
 - b. Organization - During this reporting period, we established the Logistics Services Division which, in effect, centralized the control of all logistics support functions connected with the operation of the headquarters area. From the first months of activity, it appears that this was a well-justified reorganization.
 - c. Inventory - We have continued efforts to reduce inventory. These efforts were somewhat frustrated by the several [redacted] counterinsurgency programs which required rapid buildup of high dollar value stocks. We are confident, however, that we are well on the way to establishing meaningful levels of necessary stock items, gradually eliminating excess material, and phasing out material for which there is no future foreseeable requirement.
 - d. Automation - Our Printing Services Division has made very substantial progress in accommodating increased workload with greater use of automatic machine methods. We have not progressed too well, however, in Automatic Data Processing of stock records and financial accounts.

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SUMMARY: Report of Accomplishments and Objectives

c. Personnel - In this important field, we have made good progress in recruiting, training and cross training.

4. As to objectives, all of the areas mentioned in paragraph 3 above offer opportunities for further accomplishment in the months to come. Specifically, we will try for:

a. Better control and utilization of the Agency's material assets. This means further review of our inventory and the identification of material which should no longer be occupying valuable warehouse space.

b. Improved procurement and contracting, including closer relationships with the technical components concerned. An important step in this direction will be a fully coordinated Agency Procurement Handbook.

c. Improved capability to report accurately on the total Agency real estate involvement. This accomplishment will take considerable time since the now-existing mechanism for picking up past proprietary-acquired real estate is complicated.

d. Improved services and more efficiency in providing them. As an initial step toward this objective, we intend to identify those logistics services which we are providing for the exclusive benefit of another Agency component but are supporting with an Office of Logistics ceiling and with an Office of Logistics Staffing Complement position. As a corollary, we will identify those logistics positions which are not so identified on the Staffing Complement of various Agency components. Once identified, we can consider further training of incumbents, or rotation of qualified personnel, to improve services and liaison.

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Acting Director of Logistics

Attachments:

1. Tab "A" - as stated above
2. Tab "B" - as stated above

Distribution:

Orig. & 1 - Addressee

1 - OL Official File, w/basic
 1 - OL/AS
 1 - D/L Chrono



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A

ACCOMPLISHMENTS
1 July 1962 to 31 December 1962

Administrative Staff

1. During the reporting period, six employees were separated from the Office of Logistics as substandard or surplus personnel.
2. Two Logistics junior-officer-trainees were entered on duty during the period, and three more were placed in process.
3. At our request, George Washington University added a course "Principles of Transportation" to their off-campus program. Twenty-two Logistics Careerists attended this course during the fall semester.
4. A 4-week Logistics Support Course was conducted by the Office of Logistics during the reporting period.

Planning Staff

5. Project

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a. Sufficient cipher devices, M209, were obtained to [redacted] level.

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b. Logistics Instruction 45-7 was revised to provide that: the Office of Logistics will automatically reprocure materiel within authorized stock levels without future intra-Agency coordination; materiel will be charged to the using project when it is issued from a major logistical base to an advance support base. (Previously, such materiel was charged to a project only when operationally expended.)

c. CINCLANT was provided a 5,000-man U.S. Pack during the Cuban crisis. [redacted]

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[redacted] It is still committed to CINCLANT on a 1,000-man pack per day basis. It is understood that the Army may develop similar packs for use by Special Forces; when this capability is attained, negotiations will be undertaken to dissolve the commitment to CINCLANT.

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Block 1
Excluded from automatic
downgrading and
declassification

ACCOMPLISHMENTS
1 July 1962 to 31 December 1962

Planning Staff (Continued)

5. d.

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e.

6. Project

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Action was completed for the procurement of materiel needed to satisfy military requirements existing at the beginning of fiscal year 1963.

7. Hot and Cold War Logistics Planning

a. War plans and operations plans were reviewed for adequacy, suitability, and feasibility of logistical planning and support. These included:

[Redacted]

J)

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b. A draft Logistics annex to the Agency operation plan for support of Joint Task Force
pared as requested by

[Redacted]

25X1

25X1

ACCOMPLISHMENTS
1 July 1962 to 31 December 1962

Planning Staff (Continued)

8. Emergency Relocation Planning

25X1

c. The Office of Logistics Emergency Relocation Policy Guide was revised with respect to the Initial Emergency Relocation Force.

9. Logistics System

a. Secure procedures and channels were established for submitting support requirements to the Atomic Energy Commission, to include billing and reimbursements.

b. The Logistics Support Agreement between the Defense Supply Agency and the Agency was signed. This completed action of the interim agreement with DSA for logistical support.

10. Improved coordination relationships between the Office of Logistics and elements of the DD/P have been established. The formation of the new Special Operations Division in the DD/P has materially assisted the accomplishment of this objective by reducing the need for direct contacts in the area divisions.

ACCOMPLISHMENTS
1 July 1962 to 31 December 1962

Planning Staff (Continued)

11. Periodic summaries of significant Logistics activity in the support of major paramilitary operations were prepared. In conjunction with the Special Operations Division and Far East Division, representatives of Deputy Chief of Staff for Operations and Deputy Chief of Staff for Logistics, Department of Army, were briefed on the logistical implications of Agency operations in southeast Asia. These actions represented an exchange of information related to the take-over of certain Agency-conducted [redacted] 25X1
12. A new management reporting system was adopted and is in effect. This is combined in a monthly report entitled "OL Operations Summary."
13. A master plan for the movement and relocation [redacted] and Government occupancy of the building was accomplished in accordance with the plan in December 1962. 25X1

Security Staff

14. A revised "Contractor's Secrecy and Security Agreement" was approved and printed and is now being distributed by the Procurement Division.
15. A new "Reinspection Check List" for use by Agency Security Officers making industrial security re-inspections has been completed and is in use.
16. A proposal for new cover arrangements for industrial security inspectors was drawn up, forwarded to the Office of Security, and disapproved by that office on 1 August 1962. Action on this item is therefore considered to be completed insofar as the Office of Logistics is concerned.

ACCOMPLISHMENTS
1 July 1962 to 31 December 1962

Logistics Services Division

17. The Logistics Services Division was activated in October 1962, [redacted] This division combines departmental support activities in the areas of space, facilities, telephones, mail and courier service, local transportation, and building supply services. (New) 25X1

18. [redacted] 25X1

19. A status report of space available and space required in the Headquarters Building was prepared for the DD/S. (New)

20. Shuttle bus schedules have been adjusted to handle heavy traffic on certain runs and to allow for by-passing safety hazards occasioned by construction around the Central Building complex.

21. With the assistance of the Office of Training and the Office of Security, and with the objective of obtaining increased job efficiency, orientation lectures were given GSA foremen working in the Headquarters Building.

22. Pneumatic tube and conveyor systems were prepared for operation; and, with the assistance of the Administrative Staff, over 500 Agency employees were trained in the operation of the pneumatic tube systems.

Printing Services Division

23. Division technicians designed and had built a rotary device to collate, stitch, and sort for dissemination the various CS and OO intelligence reports. Printing and dissemination of CS intelligence reports has been on an 8-hour basis as the result of production improvements in this operation.

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ACCOMPLISHMENTS
1 July 1962 to 31 December 1962

Printing Services Division (Continued)

24. The movement and rearrangement of the South Building plant has been completed with the result of producing a more efficient operation.

25. The system of 3-color process printing of maps in the OCI plant is in operation and shows a decided improvement in printing quality and savings in man-hours. With the completion of new color books, the system will become universal throughout the division.

26. The Daily Press Clipping job was transferred from [redacted] to the Headquarters Building plant, resulting in a savings in transit time. A new rotary collating machine now does the collating and stitching job in approximately one-half the time formerly needed. (New)

27. Maintenance of Agency Xerox equipment has been improved by obtaining the agreement of the Xerox Corporation to permanently station one of their men at the Headquarters Building. (New)

28. One of the division platemakers, while experimenting with commercially available plate coatings, discovered a simplified method for making plates for offset printing using the "continuous tone method." This has been a goal of the printing industry for many years, and plans are being made to present this method to the Joint Committee on Printing. It is expected that this discovery will improve the quality of intelligence printing, and will simplify printing techniques. (New)

29. Technical assistance was rendered the Office of Security in the establishment of a new passport photographing facility. The division has initiated procedures to process these photographs. (New)

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Procurement Division

30. The scope of covert procurement activities has been expanded to a degree considered consistent with the volume of requirements which must be procured by Sterility Code 2 methods.

31. The volume of procurement by advertising and solicitation of bids in the first six months of fiscal year 1963 more than doubled the volume for the comparable period in fiscal year 1962, in line with our increased efforts in this direction.

ACCOMPLISHMENTS
1 July 1962 to 31 December 1962

Procurement Division (Continued)

32. An important additional facility for SC-2 procurement has been developed through creation of covert contacts for the satisfying of maritime requirements. (New)

Real Estate and Construction Division

33. For all practical purposes the construction of the Headquarters Building and associated facilities is completed. Minor heating and air conditioning problems remain to be solved and minimum work is to be performed on the auditorium. Future reports on the Headquarters Building will be contained in comments by the Logistics Services Division.

34. Modifications and alterations [redacted] were completed on schedule and the building has been occupied.

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Supply Division

35. The final two Headquarters Controlled Accounts have been converted to Type II FPA.

36. The program for reducing the master nomenclature file by utilizing computer capabilities has been accomplished.

37. A computer program has been established to develop Excess Material Lists. This program will also provide information to effect disposition of residual materiel for which no requirements exist.

38. The Packing and Crating Section [redacted] relocated and new equipment installed. The more efficient layout is resulting in increased output.

39. An Economic Order Quantity Table was developed for use by the Building Supply Branch for replenishing shelf stock. Studies indicated that inventory value would be reduced by 19 percent, while the work-load in connection with stock replenishment would be reduced by 46 percent. (New)

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ACCOMPLISHMENTS

1 July 1962 to 31 December 1962

Transportation Division

40. Shuttle bus service was revised with the acquisition of new 12-passenger airport-type limousines which enabled us to ~~in~~augurate a 15-minute service between the Headquarters Building, new State, and 16th Street. 25X1

41. Arrangements were worked out with the Navy whereby document duplication was eliminated and one Navy airbill will suffice for shipments [redacted] (New) 25X1

42. With the cooperation [redacted] arrangements were completed for air shipments via MATS. This service, at a cost of 44 cents a pound, contrasts with the commercial cost of \$1.86 a pound. The new channel, although slower, will be used when the degree of urgency permits. (New) 25X1

43. New procedures [redacted] to do with the marking of shipment cases have eliminated delays previously encountered in the movement of shipments to the Port of Baltimore. (New)

44. Operational changes in shipping channels and military procedures necessitated the establishment or review of 23 Cargo Branch shipping procedures. (New)

45. A new format for consolidated Tables of Vehicular Allowances, grouping motor vehicles within 13 general categories and based on classifications established by the General Services Administration, has been placed in effect. This reduces workload involved in the administration of the TVA's. (New)

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B

FUTURE AND CONTINUING OBJECTIVES
1 January 1963 to 30 June 1963

EXPECTED
COMPLETION DATE

Administrative Staff

1. To maintain the ceiling, on-board and T/O strengths in line, including forecasts of ages and grades of personnel to be recruited.	Continuing Objective.
2. To transfer out of Logistics or separate from the Agency substandard and/or surplus personnel.	Continuing Objective.
3. To review Logistics functions and procedures and to conduct surveys in order to reduce or eliminate unnecessary paperwork.	Continuing Objective.
4. To continue the necessary review of headquarters and field Logistics regulations.	Continuing Objective.
5. To more effectively coordinate career management and training functions with a view toward facilitating the development of Logistics Careerists.	Continuing Objective.
6. To plan for and effect the orderly relocation of the Office of Logistics components within Quarters Eye.	31 March 1963.
7. To continue the recruitment of high quality junior officers for training in the logistics field.	Continuing Objective.
8. To continue the investigation of automatic data processing applications within the Office of Logistics.	Indefinite.
9. To establish a Logistics Signal Center and to bring ZI depots into the worldwide communications net. (New)	31 January 1963.

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FUTURE AND CONTINUING OBJECTIVES
1 January 1963 to 30 June 1963

EXPECTED
COMPLETION DATE

Planning Staff

10. <u>Project</u> [redacted]	25X1
a. To coordinate activities [redacted] with the Covert Action Staff to meet logistical support responsibilities.	Continuing Objective. 25X1
b. To provide planning guidance for the maintenance of stock levels [redacted] in consequence with changing requirements.	Continuing Objective. 25X1
11. <u>Project</u> [redacted]	25X1
a. To continue [redacted] based on requirements established by the military.	Continuing Objective. [redacted] 25X1 [redacted] is being compiled to include Agency peculiar items that are made available to the military services. The military has also been requested to review their current requirements [redacted] 25X1 under existing approved war plans. Revised requirements are expected in time for incorporation in budget estimates for FY 1965.
b. To establish and maintain required Agency reserves of Agency-developed items to support Agency wartime plans for unconventional warfare activities.	Continuing Objective. The proposal for the establishment and maintenance of an Agency wartime reserve of Agency-peculiar items was approved. Senior War Planners in Europe and the Pacific were informed of this plan and were requested to submit materiel requirements by mid-March 1963.

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FUTURE AND CONTINUING OBJECTIVES
1 January 1963 to 30 June 1963

EXPECTED
COMPLETION DATE

Planning Staff (Continued)

11. b. (Continued)

A draft of the new project outline, to include this change, is being coordinated within the Agency.

12. To develop logistical plans for wartime support and for support of cold war covert operations, including large scale paramilitary operations and facets thereof.

Continuing Objective.

13. Emergency Relocation Plan

a. To develop and refine plans for the relocation of the headquarters personnel elements to augmentation sites.

Continuing Objective

b. To review, revise, and update the Office of Logistics Emergency Relocation Policy Guide.

Continuing Objective.

14. To review, analyze, and recommend specific overseas areas for Agency reserves, and develop recommendations for improvement in the logistic system.

Continuing Objective. A study has been initiated re the feasibility of establishing a logistics base in [redacted]

25X1
25X1

Attempts are also being made to secure clarification from the Air Force relative to several passages in their new Tab-6 Letter dated May 1962.

15. To coordinate information on the support of major paramilitary operations in order to recognize logistic problem areas and to recommend solutions therefor.

Continuing Objective.

FUTURE AND CONTINUING OBJECTIVES
1 January 1963 to 30 June 1963

EXPECTED
COMPLETION DATE

Planning Staff (Continued)

16. To establish a simplified system for submission of periodic logistics reports by overseas depots on major paramilitary projects. (New) 1 July 1963.

17. To develop Agency storage objectives for major end items of ordnance and ammunition used in paramilitary operations. (New) 1 July 1963.

Security Staff

18. To complete a security survey of the operation of Project [redacted] Indefinite. Initiated August 1961 but not completed due to priority matters utilizing available personnel.

19. To revise and publish a new "Security Requirements for Contractors" to include changes in clearance procedures and receipt forms for classified documents. 1 March 1963. Now being coordinated within the Agency.

20. To revise industrial security clearance records so that they will be available by company name as well as by name of individual, thus shortening the time required by technical personnel in preparing for inspection trips. (New) 31 August 1963.

25X1

Logistics Services Division

21. To improve the controls over departmental space in order to achieve better utilization of Agency space assets. Continuing Objective.

FUTURE AND CONTINUING OBJECTIVES
1 January 1963 to 30 June 1963

EXPECTED
COMPLETION DATE

Logistics Services Division (Continued)

22. To relocate certain major components of the Agency-- OBI, Acquisitions Branch/OCR, Map Library/ORR, and GARB/TSD.	31 December 1963.
23. To complete a space survey of TSD/DD/P. (New)	30 June 1963.
24. To complete an inspection of electrical appliance installations in the Headquarters Building. (New)	30 June 1963.
25. To install a carpool locator system in the Head- quarters Building. (New)	30 June 1963.
26. To complete installation of the Director's Portrait Art Gallery on the first floor of Headquarters Building. (New)	30 June 1963.
27. To investigate more efficient and economical methods of disposing of classified trash. (New)	30 June 1963.
28. To initiate planning for space requirements to be generated by the demolition of Quarters Eye,	30 June 1963.

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Printing Services Division

29. To continue investigation of new methods and processes
which may be utilized in printing plants to increase
production and effect economy.

Continuing Objective. The "think
sessions" have helped effect many
improvements, especially in the assign-
ment of work to particular plants, and
it is planned to continue these sessions.

FUTURE AND CONTINUING OBJECTIVES
1 January 1963 to 30 June 1963

EXPECTED
COMPLETION DATE

Printing Services Division (Continued)

30. To investigate the utilization of mechanical means to compare perforated tape with original manuscript in order to eliminate errors from tape and thus reduce proofreading burden.
31. To install humidity control in the Press Room and Plate Making Room in South Building.
32. To review methods of printing the FBIS daily publication in order to improve quality and production time.

Indefinite. Investigation of this problem has lead into an entirely new concept in the production of printing material; i.e., the production of error-free tape which will be furnished PSD by the customer. This involves existing equipment now on the market, and modified apparatus which can be obtained. The system involves many complicated procedures, but overall benefits can be very effective in speeding up the present system of hot metal composition. Successful completion of these procedures could well affect most of the printing now done by the division.

30 June 1963. A change in the location of the outdoor cooling elements required a different type of equipment and completion of this project is dependent upon the delivery of this equipment.

30 September 1963. An entirely new approach to this problem will substitute offset printing for the present mimeograph method. A pilot program is now underway utilizing an FBI-produced control tape and a typed copy. An error free tape is then produced which will be utilized with the flexowriter to

FUTURE AND CONTINUING OBJECTIVES
1 January 1963 to 30 June 1963

EXPECTED
COMPLETION DATE

Printing Services Division (Continued)

32. (Continued)

produce a printed offset master. These masters will be printed, face and back, on special presses. If successful, this new system could mean annual savings of \$60,000 in paper and personnel, plus some savings in distribution costs because of the reduction in the number of pages and weight.

33. To expand the use of photographic composition, particularly in connection with Monotype tables.

Indefinite. In line with our experiments in customer-furnished error-free tape, studies indicate that such tape can also be used to operate photo-composing equipment. If this can be achieved, there will be many advantages over hot metal composition, and we feel that the ultimate benefits will be well worth the effort.

34. To secure approval for a reorganization of the division to provide a more uniform supervisory setup, with better utilization of manpower and money.

31 January 1963.

35. To establish a testing facility within the division to test supplies before acceptance. (New papers, inks, etc.)

30 June 1963.

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FUTURE AND CONTINUING OBJECTIVES
1 January 1963 to 30 June 1963

**EXPECTED
COMPLETION DATE**

Procurement Division

36. To continue emphasis on a program of annual inspections and contractor-reporting on Government Furnished Equipment in the hands of contractors.
37. To revise our older R&D Base Contracts in accordance with recent legislation.
38. To develop uniform instructions to contractors covering procedures for the presentation of justification for requests for extension of time for performance of contracts.
39. To complete the Procurement Handbook with necessary coordination, to be followed by implementation of the procedural changes contained therein.
40. To implement a Contractor Evaluation Program for the use of the Office of Logistics and sponsoring components of the Agency.

Indefinite. The number of contractors with GFE increased from 79 to 93. Seventy-two percent have submitted Property Record Cards. Twenty-three contractors were visited for annual inspection of GFE during the reporting period.

30 June 1963. Twenty-two percent of our R&D Base Contracts, more than three years old, have been replaced during the reporting period. Of the remaining contracts approximately 22 will require replacement.

30 June 1963.

Indefinite.

Indefinite. Contractors whose names begin with A, B, and C have been evaluated and the results disseminated to the interested components. Most information required on contractors in the D, E, and F category is on hand, and evaluations will continue until all

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FUTURE AND CONTINUING OBJECTIVES
1 January 1963 to 30 June 1963

EXPECTED
COMPLETION DATE

Procurement Division (Continued)

40. (Continued)

41. To complete a study of the procedures used by DOD in the price analysis of cost proposals for contracts, and to establish and apply more refined methods of price analysis to Procurement Division contracts. (New)

42. To analyze the educational background of professional personnel of the division and to strongly urge and encourage additional off-duty study in order to increase the individual potential. (New)

contractors have been considered. Reactions to this program from technical components concerned have uniformly indicated its usefulness to them as well as to Logistics.

Indefinite.

Indefinite.

Real Estate and Construction Division

43. To continue the study of overseas hardship stations to improve living conditions in the form of housing, office space, and other requirements

Continuing Objective. We are continuing our study of overseas leased quarters costs. An October review of available data indicates that 30 percent of overseas employees had quarters costing less than their quarters allowance, and 70 percent were in quarters costing in excess of that allowance. A special study on the AF area is now in progress in an attempt to correlate our experience with that of other U.S. agencies in the area.

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FUTURE AND CONTINUING OBJECTIVES
1 January 1963 to 30 June 1963

**EXPECTED
COMPLETION DATE**

Real Estate and Construction Division (Continued)

44. To complete the construction program

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45. To secure required space for stay-behind elements and to complete the relocation of these components.

30 June 1963. Space is available for the relocation of the Map Library and GARB/TSD. Moves are dependent upon construction modifications by GSA.

46. To improve the quality of liaison with other departments and agencies (State Department, DOD, GSA).

Continuing Objective. Efforts are made to have personal interviews with established liaison officials when possible. In spite of a considerable turnover in many of our contacts, good relationships continue.

47. To continue to monitor construction projects in overseas and domestic areas.

25X1

48. To improve the quality of records on real estate holdings.

Indefinite. Interest shown during the past year by high echelon officials has been a beneficial stimulus to the continuing efforts toward this objective.

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FUTURE AND CONTINUING OBJECTIVES
1 January 1963 to 30 June 1963

**EXPECTED
COMPLETION DATE**

Real Estate and Construction Division (Continued)

49. To compile factual information on domestic housing costs for application to those areas where financial assistance may be required in the interest of employee moral and availability of quarters. (New) 31 December 1963.

50. To obtain complete data from proprietaries as to their real estate holdings in order to increase the accuracy of total Agency real estate summaries. (New) 31 December 1963

51. To proceed with plans to establish periodic operational tests of the two emergency generators at the Headquarters Building. (New) 30 June 1963.

Supply Division

52. To prepare a division instructional manual covering procedures as they now apply to each function, and thus eliminate various separate issuances now on the books.

53. To convert ZI depots to Type I accountable activities. (New)

54. To initiate a program whereby the computer will calculate the new requirements for stock replenishment utilizing the Economic Order Quantity technique.

Indefinite. Four chapters of the manual have been published. Future progress in this program will be delayed until new procedures are developed due to the conversion of ZI depots to Type I accountable activities.

30 June 1963.

Indefinite. This program has been delayed until the second phase of our computer reprogramming, which will also encompass changes involved in the establishment of decentralized accountability at the ZI depots.

FUTURE AND CONTINUING OBJECTIVES
1 January 1963 to 30 June 1963

EXPECTED
COMPLETION DATE

Supply Division (Continued)

55. To transfer material now stored	30 June 1963.	25X1
		25X1
56. To shift a substantial portion of the paper processing, packing and crating, technical inspection, and shipping from the Central Depot to other operating depots. This will require stocking of selected fast-moving items and the decentralization of accountability to the operating depots. We hope to achieve a greater utilization of all depots, and to thus increase our capability to react faster to priority situations and, in fact, render better services to customer activities.		25X1
57. To continue improvements in the area of catalogue publications, by refining publications concerned primarily with the field of electrical and electronic equipment and components.	31 December 1963. Forty-one supply catalogues have been refined, leaving 12 major publications still to review.	25X1
58. To analyze all airborne support items to provide adequate support of aerial delivery capabilities. Our study should lead to the disposal of obsolete, unserviceable, and nonsupportable items.	Continuing Objective.	25X1
59.	30 June 1963.	

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FUTURE AND CONTINUING OBJECTIVES
1 January 1963 to 30 June 1963

EXPECTED
COMPLETION DATE

Supply Division (Continued)

60. To establish abheadquarters inventory control point for overall management of ZI depot stocks. This activity will complement the decentralization of accountability to the depots. (New) 30 June 1963.

61. To implement a review of surveillance procedures for TSD special devices. (New) 30 June 1963.

62. To develop a surveillance program applicable to materiel packed and stored in special containers 30 June 1963.

63. To review Property-in-Use accounts to determine if better management and control of property can be accomplished through the conversion to Type II financial accountability. (New) 30 June 1963.

25X1

Transportation Division

64. To review Tables of Vehicular Allowances to determine current validity of justification for cars. Continuing Objective.

65. To implement a decision to decentralize control of Tables of Vehicular Allowances. 28 February 1963. This objective has been delayed due to reorganization of DD/P components and resultant transfer of project TVA's among other components.

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FUTURE AND CONTINUING OBJECTIVES
1 January 1963 to 30 June 1963

EXPECTED
COMPLETION DATE

Transportation Division (Continued)

66. To revise Agency procedures for the documentation of shipments supported by the military services in line with MILSTAMP (Military Standard Transportation and Movement Project). (New)	30 June 1963.
67. To publish a booklet to assist Agency employees making domestic moves by answering questions concerning the commuted rate policy. (New)	31 March 1963.
68. To convert the Highway Branch memorandum receipt account to Type II accountability. (New)	30 April 1963.
69. To complete a study of air travel economy, and convenience to employees and dependents, in order that an Agency policy may be evolved. (New)	Indefinite.